



IC MEMORANDUM 10-13

TO: KEHP Insurance Coordinators

**FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch**

RE: UPDATE – March 2010 Administration Manual

DATE: March 31, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

The revised Administration Manual has been posted on the KEHP website, under 2010 Plan Year, Insurance Coordinators (Information and Forms) or can be accessed through the following link:

<http://personnel.ky.gov/NR/ronlyres/550C6D98-1B14-4007-B91D-52F917DD07AB/0/2010AdminManualFinalMarch2010.pdf>

Some changes or revisions in the manual were effective when the IC Memo was originally issued, others, except where noted are effective January 1, 2010.

Please take time to print and review this manual; there are many very important changes and revisions. For your convenience we have marked changes with the following icon:



Some of the changes relate to:

- Actively employed retirees' who are Medicare eligible.
- Dependent child eligibility rules.
- Eligibility for employer contributions.
- Cross Reference.
- Initial enrollment period.
- Dependents becoming planholders.
- Rehires and breaks in service.
- New form for Board of Education "Pink Slipped Employees".
- Plan termination dates – Death of member.
- End Stage Renal Disease.
- Leave Without Pay.
- Premium refund policy and time limits for refund request.
- New TEFRA letter "Notice to Active Employees Age 65 and Over"
- 2010 KEHP Checklist for New Employees

If you have questions, call us at 888-581-8834.

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